

98-84327-17

Kansas Equal Suffrage
Association (1884-1913)

Handbook for organizers
and workers in Kansas...

Lincoln, Kansas

1888

98-84327-17

MASTER NEGATIVE #

COLUMBIA UNIVERSITY LIBRARIES
PRESERVATION DIVISION

BIBLIOGRAPHIC MICROFORM TARGET

ORIGINAL MATERIAL AS FILMED - EXISTING BIBLIOGRAPHIC RECORD

396.3 Kansas equal suffrage association.
Z3 Handbook for organizers and workers in Kansas
v.3 equal suffrage associat'n and auxiliaries... Lin-
coln, Kansas, 1888.
31 p. 15 cm. in 23 $\frac{1}{2}$ cm.
Volume of pamphlets



Only Ed

RESTRICTIONS ON USE: Reproductions may not be made without permission from Columbia University Libraries.

TECHNICAL MICROFORM DATA

FILM SIZE: 35 mm

REDUCTION RATIO: 9:1

IMAGE PLACEMENT: IA IIA IB IIB

DATE FILMED: 2-6-98

INITIALS: PB

TRACKING #: 30503

FILMED BY PRESERVATION RESOURCES, BETHLEHEM, PA.

396.3

23

3

#2

0 No 2

692 F-G

HANDBOOK

FOR

ORGANIZERS AND WORKERS

IN

~~Kansas~~ Equal Suffrage Associat'n

AND

AUXILIARIES.

"While woman is admitted to the gallows, the jail and the tax list, we have no right to debar her from the ballot-box."—*Wendell Phillips*.

LINCOLN, KANSAS:
BEACON STEAM PRINTING HOUSE,
1888.

HANDBOOK
FOR
ORGANIZERS AND WORKERS
IN
Kansas Equal Suffrage Associat'n
AND
AUXILIARIES.

"While woman is admitted to the gallows, the jail and the tax list, we have no right to debar her from the ballot-box."—*Wendell Phillips.*

LINCOLN, KANSAS:
BEACON STEAM PRINTING HOUSE,
1882.

OFFICERS OF 1887-8.

PRESIDENT,

MRS. LAURA M. JOHNS, Salina.

VICE PRESIDENT AT LARGE,

MRS. ANNA C. WAIT, Lincoln.

CORRESPONDING SECRETARY,

DR. NANNIE STEPHENS, Wichita.

RECORDING SECRETARY,

MRS. M. M. BOWMAN, Abilene,

TREASURER,

MRS. MARTIA L. BERRY, Cawker City.

VICE PRESIDENTS,

First District—Mrs. M. B. BRADFORD, Atchison.

Second District—Dr. S. C. HALL, Fort Scott.

Third District—Mrs. M. J. KELLERMAN, Chetopa.

Fourth District—Mrs. M. HOFFMAN, Enterprise.

Fifth District—

Sixth District—Mrs. J. PERRINE, Cawker City.

Seventh District—Mrs. CARRIE S. PETERS, Newton.

INDEX.

CONSTITUTION OF STATE ASSOCIATION	- - - - -	5
By-Laws—Memberships	- - - - -	6
Delegates	- - - - -	7
Election of Officers	- - - - -	7
Duties of Officers	- - - - -	7
Printing Committee	- - - - -	9
Plan of Work Committee	- - - - -	9
Expenses of State Officers	- - - - -	9
Fiscal year Closes, When	- - - - -	9
CONSTITUTION OF DISTRICT AUXILIARY	- - - - -	9
CONSTITUTION OF COUNTY AUXILIARY	- - - - -	11
CONSTITUTION OF LOCAL AUXILIARY	- - - - -	12
HOW TO ORGANIZE	- - - - -	22
Temporary Organization—Election of Temporary Chairman	- - - - -	22
Election of Temporary Secretary	- - - - -	23
Reading of Constitution	- - - - -	23
Adoption of Constitution	- - - - -	23
Amendments	- - - - -	24
Election of Officers	- - - - -	25
Election by Acclamation	- - - - -	25
Election by Ballot	- - - - -	25
The Informal Ballot	- - - - -	26
The Formal Ballot	- - - - -	27
Order of Exercises for Regular Meetings	- - - - -	29
IMPORTANT SUGGESTIONS	- - - - -	30

CONSTITUTIONS

—OF THE—

Kansas State, District, County and Local EQUAL SUFFRAGE ASSOCIATIONS.

CONSTITUTION OF STATE ASSOCIATION.

ART. I.

This Society shall be called the Kansas Equal Suffrage Association, auxiliary to the National Woman Suffrage Association.

ART. II.

The object of this Association shall be to secure to women citizens political equality with men.

ART. III.

All persons in favor of extending the ballot to women may become members by paying an admission fee of one dollar and membership dues of one dollar each year thereafter and by signing the constitution and by-laws.

ART. IV.

The officers of this Association shall be a President, Vice-Presidents, a Vice-President at Large and one for each Congressional District, Treasurer.

Recording and Corresponding Secretaries. These officers shall constitute the Executive Committee, shall continue in office one year and until their successors are elected. Five of these shall constitute a quorum.

ART. V.

Each auxiliary society shall pay annually to the State Treasury one-half of its annual dues and membership fees before the annual State Convention; but societies organized within the year shall pay only their proportion of their annual dues.

ART. VI.

The annual meeting shall be held at such time and place as the Executive Committee shall decide.

ART. VII.

This Constitution may be amended by a two-thirds vote at any annual meeting, notice of the same being given three months previous.

BY-LAWS.

ART. I.—*Membership.*

SEC. 1. The Kansas E. S. A. shall consist of the President, all past Presidents who have served a full term, so long as in good standing; all officers mentioned in Constitution, Art. 4; also delegates from auxiliary societies. The President of each county and local auxiliary shall be entitled to a seat in said convention, but the vice-President or some other person may be delegated to represent the President. Any person remote from an auxiliary may acquire a seat in convention as by Consti-

tution, Art. III. No member shall be entitled to more than one vote.

ART. II.—*Delegates.*

SEC. 1. Delegates are to be chosen by ballot in the ratio of one to each fifteen paying members, and shall be elected at the last regular meeting preceding the annual convention. They shall be furnished with credentials properly made out and signed by the President and Secretary of the auxiliary they represent. All members of the Association shall present their membership tickets at each annual meeting when they are not delegates.

SEC. 2. Auxiliaries in arrears for reports and dues shall be excluded from representation till reports are made and dues paid.

ART. III.—*Election of Officers.*

SEC. 1. The officers shall be elected on the last day of the convention and take possession of office at the close of the last session.

SEC. 2. The officers shall be elected by ballot, unless there shall be but one candidate, when the election shall be *à la voce*.

ART. IV.—*Duties of Officers.*

SEC. 1. *President.*—It shall be the duty of the President to preside at all meetings, to appoint all committees, and to see that the officers perform their duties, and shall attend to such other duties as pertain to her office.

SEC. 2. *Vice-Presidents.*—It shall be the duty of the Vice-President at large to preside in the absence of the President and to perform such other duties as are required. It shall be the duty of Vice-

Presidents of the Congressional Districts to have supervision of the district appointed for, and to do all they can to perfect its organization into auxiliaries, and to assist the President when called upon, and in the absence of President to preside.

SEC. 3. *Secretaries.*—The Recording Secretary shall keep minutes and proceedings of all meetings; a book with Constitution and By-Laws in it for every member to sign, and shall perform other duties that pertain to the office. The Corresponding Secretary shall conduct the correspondence of the Association and shall attend to such other duties as the office requires; shall notify all auxiliaries when reports are to be made and dues paid before the annual meeting; also shall send any information which a local auxiliary may need.

SEC. 4. *Treasurer.*—The Treasurer shall hold all money and other property of the Association, give receipts for all moneys received, take receipts for all moneys paid out, render to the Association an annual report specifying the amount received, from what sources and when received; also the amount expended and for what purposes; shall keep a strict account with each member and auxiliary; notify all in arrears at least a month before the annual meeting; shall deliver to successor all books, moneys and other property belonging to the Association.

SEC. 5. *Executive Committee.*—The Executive Committee shall have full power in the interim of annual meetings to transact business for the Association. It may fill vacancies if they occur.

Organizers and the District Central Committee to be appointed by the Executive Committee.

ART. V.—*Printing Committee.*

The committee on printing shall be a standing committee and shall serve for one year and until successive committee is appointed.

ART. VI.—*Plan of Work Committee.*

The committee on plan of work shall be a standing committee and shall serve for one year and until successive committee is appointed.

ART. VII.

The Association shall pay out of any unexpended money in the Treasury the expenses of the State officers in attendance at the annual meeting; also their stationery and postage bills.

ART. VIII.

The fiscal year of this Association shall close each year on September 15.

ART. IX.

All questions not treated in these By-Laws shall be decided according to Roberts' Rules of Order.

CONSTITUTION OF DISTRICT AUXILIARY.

ART. I.

This organization shall be known as the Equal Suffrage Association of the Congressional District, auxiliary to the Kansas Equal Suffrage Association.

ART. II.

It shall be the object of this Association to

organize every county in its district and to bring the workers into council.

ART. III.

The officers of this organization shall be a President (who is Vice-President of the State by virtue of holding the office of President of District), a Secretary, Treasurer and Organizer; these with the County Presidents (who are Vice-Presidents of the districts *ex-officio* as Presidents of counties,) shall constitute the Executive Committee, of which three shall comprise a quorum.

ART. IV.

The President shall have power to call a meeting of the Executive Committee; it shall be the duty of the President to preside over District conventions, and to call conventions in unorganized counties.

ART. V.

This Association shall hold annual meetings at such time and place as shall be decided upon in convention or by the Executive Committee. The President, Secretary and Treasurer shall be elected by ballot at the annual meeting.

ART. VI.

The voting members of the District convention shall consist of the officers named in Art. 3 of the District Constitution, and the Presidents of Local Auxiliaries and the delegates therefrom—one for every ten paying members.

ART. VII.

This Constitution may be amended by two-thirds vote of voting members present at any annual meeting, provided such amendments do not conflict with State Constitution.

CONSTITUTION OF COUNTY AUXILIARY.

ART. I.

This organization shall be called the County Equal Suffrage Association, auxiliary to the District Equal Suffrage Association.

ART. II.

The object of this Association shall be to organize in every city, town and school district in the county an E. S. A., and to urge every means of educating public sentiment on the question of woman's enfranchisement.

ART. III.

The officers of this Association shall consist of a President, Secretary and Treasurer and Vice-Presidents (*ex-officio* as Presidents of Local Auxiliaries). These officers shall constitute the Executive Committee, of which three shall constitute a quorum.

ART. IV.

It shall be the duty of the President to call meetings of the Executive Committee, to preside at county conventions, to see to it that local organizations are effected in the county, and to have general supervision over the county work.

ART. V.

County Associations shall make annual reports to the Presidents of their District Associations.

ART. VI.

County conventions shall be held at such time and place as shall be decided upon in convention or by Executive Committee. The President, Secre-

tary and Treasurer shall be elected by ballot at the annual meeting.

ART. VII.

Each Local Auxiliary shall pay to the county organization in its county, ten cents annually for each paying member of such auxiliary.

ART. VIII.

The Presidents of Local Auxiliaries shall be entitled, *ex-officio*, to seats in County, District and State Conventions. (Any member of Local Auxiliary may be elected to represent the President thereof in conventions.) Each Local Auxiliary shall be entitled to seats in County and District conventions for one delegate for every ten paying members.

ART. IX.

This constitution may be amended by a two-thirds vote of voting members present at the annual meeting, provided such amendments do not conflict with the State and District Constitutions.

CONSTITUTION OF LOCAL AUXILIARY.

ART. I.

This organization shall be called the Equal Suffrage Association, auxiliary to the Kansas Equal Suffrage Association.

ART. II.

The object of this Association shall be to secure to women citizens political equality with men.

ART. III.

All persons who are in favor of extending the

full ballot to women, may become members by signing constitution and paying annual dues.

ART. IV.

The officers of this Association shall be a President, Vice-President, Corresponding Secretary and Recording Secretary and Treasurer. These officers shall constitute the Executive Committee; they shall be elected at the annual meeting, and shall continue in office one year, and until others are elected in their places.

ART. V.

The annual meeting of the Auxiliary for the election of officers shall be held *after* the annual State meeting. All members must be clear of dues on the books to be voters at the annual meeting.

ART. VI.

One half of all the dues shall be paid into the Treasury of the State E. S. A. before September 15th, so that the State Treasurer can complete the reports before the annual meeting. With the exception of one-half dues due the State E. S. A., the funds of this Auxiliary shall be disbursed by a majority vote of the members present at any regular meeting.

ART. VII.

The regular meetings of this Association shall be held twice a month and oftener when the Association shall so determine.

ART. VIII.

This Constitution may be amended by a two-thirds vote of voting members present at any annual meeting, provided such amendment does not conflict with the State Constitution.

HOW TO ORGANIZE.

The shortest, easiest plan, and the one most likely to start the new society with a large membership, is to procure the services of a lecturer, who shall set forth the doctrine of suffrage for women, rouse the interest in this question to be found in every community, and show the necessity for organizing Equal Suffrage Associations and the purposes thereof.

If it is impracticable to procure a speaker, set to work to organize without a speaker. Talk the matter over. Call a meeting; advertise the meeting and its object *thoroughly* in your papers. If you have no papers, put clearly written notices in post-office and stores. Have them read in the schools. Hold the meeting in parlor or hall, in the afternoon or evening, as best suits the locality and circumstances. Do not fail to make it clearly understood that *men have "equal rights"* in these Equal Suffrage Associations, and are expected to become members. *Always invite them.*

THE MEETING.

1. *Temporary Organization.*—Having called the meeting to order, let some one take the chair, *very briefly* state the object of the meeting, describe the work of the organization, and then ask for the nomination of a temporary Chairman. When a nomination for a temporary Chairman has been made, the acting Chairman should distinctly state the name of the nominee, and ask that "all those in favor of Mrs., Miss or Mr. ——— acting as Chairman of this meeting shall say aye." "All opposed, no." (A *viva voce* vote is most desirable. The

uplifted hand is advisable only when the chair is in doubt).

The result of the vote should then be announced and the newly elected Chairman called to the chair and introduced to the audience.

2. *Election of Secretary.*—Immediately upon taking the chair, the Chairman should call for nomination of temporary Secretary, and this officer should be elected in the same way as the Chairman. Immediately after election this officer should go forward and take the place usually assigned to the Secretary at a table near the Chairman and proceed to take down the minutes of the meeting. (If the organization is effected in convention, or if an organizer is present, the *temporary organization* is, of course unnecessary.)

3. *Reading of Constitution.*—The Chairman now asks the Secretary to read the Constitution, and after the explanation and replies to inquiries, asks two or more persons to go through the audience and secure names of those who are willing to become members. The names thus secured comprise the list of voters whose votes are now to adopt the Constitution and elect the permanent officers.

4. *Adoption of Constitution.*—The Constitution may be read as a whole and adopted as a whole; but, while this is an expeditious plan, it is by no means the best.

The Constitution should be adopted article by article, or section by section.

When one article or section has been read by the Secretary, the Chair should say: "You have

heard the reading of Art. —, or Sec. —; what is your pleasure concerning it?" A member says: "I move its adoption," and another, "I second the motion." Then the Chairman: "It has been moved and seconded that Art. — or Sec. — be adopted. Are there any remarks?"

(Remember that remarks are *not in order* until the Chairman has thus stated the question.)

If there are no remarks, or after remarks have been made, the Chairman "puts the question," saying: "All those in favor of the adoption of Art. — or Sec. — please say *aye*. All opposed, *no*." If the *ayes* are in the majority the Chair should state the result by saying, "Art. — or Sec. —, is adopted." If the *noes* are in the majority the Chair should say: "The *noes* have it," or "The motion is lost."

If there is doubt about the vote, the Chair may call for a rising vote, or for a vote by uplifted hands, and the Chair should ask the Secretary to count.

5. *Amendments*.—If any change is desired in any article or section, a member may say: "I move that Art. — or Sec. — be amended so as to read, etc.;" the motion is seconded by some member and stated by the Chairman, who then calls for remarks, and reminds the members that the *amendment only* is now under discussion, by saying: "The question is upon the amendment." Bear in mind that the amendment is to be *voted upon first*.

After the Amendment is carried, or lost, as the case may be, the Chairman should say: "The question is now upon the motion (article or section)

as amended. Are there any remarks?" The question is put as given above.

(1. A motion may be amended, and that amendment may be amended, and even after that the *motion* may be voted down. 2. A *motion* may be two or more times amended. An *amendment* can be only once amended.)

ELECTION OF OFFICERS.

1. Having come to the election of officers the work and its results will be found to be more satisfactory if, previous to the meeting, the matter of suitable persons to be nominated for the offices has been discussed. It is important that the presiding officer be one who possesses some aptness for the duties of that office; but do not make the mistake of waiting to organize until one can be found who feels fully qualified to perform those duties. There is no better school than these Associations offer for the drill necessary to develop those qualities and furnish the information necessary to the development of an efficient presiding officer.

2. *Election by Acclamation*.—The election of officers may be by acclamation or ballot; the latter method is the better for many reasons, and its adoption by the E. S. A's. of Kansas is recommended. Elections by acclamation may be desirable when the time is short, or when the organization is effected after a public meeting. Elections by acclamation are conducted as given above in case of election of temporary Chairman.

3. *Election by Ballot*.—When the time for election has come the Chair should say: "We are now

ready for the election of officers and tellers must be appointed. How shall it be done?" Some member says: "I move that the Chair appoint the tellers," or "I move that the tellers be elected." The first is the shorter way and may be carried by "common consent." The Chair now names the tellers, the first-named usually acting as Chairman.

4. *The Informal Ballot.*—The tellers distribute blank slips of paper upon which each member writes the name of the person she or he prefers to have fill the office in question.

(The Informal Ballot recommends itself by giving each member a voice in making the nominations.)

When sufficient time has been allowed for the writing of the names on the blanks, the chair should say: "Have all voted who are entitled to do so?" When all have voted the chair should announce that, "The ballot box is closed and the tellers will now count the votes." The tellers pass round and gather up the slips of paper and take them to the chairman of the tellers, who reads *aloud* the name on each slip, while a teller puts a mark after each name presented. Whenever any one receives as many as four votes the marks stand so: Mrs. Mary Blank, 1111; when the fifth vote is heard the teller says "tally," and ties the marks together with the fifth.

When the votes have all been read and counted, the chairman of the tellers announces that fact, and gives the report as follows:

Whole number of votes cast..... 80

Of which Mrs. or Mr. V. received.....	30
" " " " W. "	20
" " " " X. "	15
" " " " Y. "	10
" " " " Z. "	5

The names of the two persons receiving the smallest number of votes may be dropped, which leaves only Mrs. or Mr. V., W., and X. in nomination.*

(Some organizations drop all except the two names having the highest number of votes. The balloting might go on without dropping any names if there was unlimited time for the election.)

5. *The Formal Ballot.*—The tellers now distribute blank slips of paper for the *formal ballot*, and the members are instructed to vote for Mrs. or Mr. V., W., or X. When the results of this balloting is announced, it may stand as follows:

*NOTE.—*The Informal made the Formal Ballot.*—If, when the result of the *informal ballot* is announced, it be found that any candidate has received a very large majority of the whole number of votes cast, a motion may be made "that the *informal* be made the *formal ballot*, and the Secretary be instructed to cast the ballot of the Association for the candidate who has received the highest number of votes." The Secretary should write the name of the successful candidate upon one of the slips, and one of the tellers should pass the ballot box to her, in which she should deposit the ballot, and the *chairman of the tellers* should announce to the Association that "the Secretary has cast the ballot for the Association for Mr. or Mrs. Blank." (If the tellers neglect to pass the ballot box to the Secretary when that officer is to cast the vote of the Association, the situation is made awkward for the Secretary.) The presiding officer then announces the election of the member to the office in question, and instructs the tellers to again distribute blanks and the work goes on in like manner until all the officers are elected.

Whole number of votes cast.....	80
Of which Mrs. or Mr. V. received.....	40
" " " " W. "	20
" " " " X. "	20

In which case the chair will declare that "there is no election," because no one has received a *majority* of the votes cast.

In this case 41 votes would be required to elect.

The tellers are instructed to distribute blank slips for another balloting, and the nominee announced as having received 41 or more votes, is declared elected.

The chairman again directs the distribution of blanks and the work goes on in like manner until the Vice President, Corresponding and Recording Secretaries and Treasurer are elected.

6. The newly elected officers should take possession of their respective offices and of all books and papers belonging thereto, at the close of the meeting; if in convention, at the close of the last session.

7. The new association should at once instruct the Recording Secretary and Treasurer to draw upon the treasury for a sufficient amount to purchase books for use in their respective offices.

8. The Corresponding Secretary should be instructed to immediately write an announcement of the fact of the organization; giving time, place, name of the organizer, and names of officers, to our State Organ, the *Woman's Tribune*, Beatrice, Neb.; and *also to the local papers*, and to the Pres-

ident, Recording and Corresponding Secretaries and Treasurer of the State Association.

9. The Recording Secretary's book should contain the Constitution and By-laws, a roll of the members, an order of exercises, and the minutes of each meeting, beginning with the minutes of the "organizing meeting," which are received from the Secretary *pro tem*.

10. The Treasurer's book should begin with the roll of membership. As soon as the association has decided upon the amount of the annual dues the Treasurer should collect them, being careful to place the *amount* paid and the *date* of payment opposite each name. The *date* of payment is of great importance. The book should be arranged as given on page 14.

11. A time and place for the next meeting should be decided upon before adjournment. At this meeting By-Laws may be adopted to suit local needs. In the adoption of Constitution and By-laws each Auxiliary may be a law unto itself, so long as no changes made shall conflict with the Constitution of State, District, or County.

12. The following order of exercises for regular meetings of the Association will be found useful and suggestive:

1. Opening exercises.
2. Reading of minutes by Secretary.
3. Calling of roll, to which each member responds with a suffrage sentiment.
4. Reports of committees.
5. Miscellaneous business.

6. Chapter from *Prof. Canfield's Local Government, or lesson from Constitution of the United States, or of Kansas.
7. Selection from one of "Josiah Allen's Wife's" books, or other author.
8. Report of committee on "News from the Work." This is a committee of one, appointed at each meeting, and instructed to gather up news of the work in all quarters from the newspapers, or any other source.

When the public is invited several numbers on the program may be omitted, and reading, recitations, speeches, essays, music and tableaux, added.

SUGGESTIONS.

1. At the fourth annual meeting of the Kansas Equal Suffrage Association held at Newton, October, 1887, a badge was adopted. This badge is of sunflower colored ribbon, worn pinned on at the left side, near the neck, or tied in a button hole of the dress. Suffragists, put on the yellow ribbon! Show your colors! The "White Ribboners" tie on the white and gold together.

2. Subscribe for our state organ, the *Woman's Tribune*, published at Beatrice, Neb. It is an eight-page weekly, \$1.00 per year. Send it news of your work, that each member of "our family" may hear from every other member. Send it suggestions, inquiries, etc. Watch its KANSAS DEPARTMENT for messages, notices, announcements, etc.

3. Subscribe for the *Woman's Journal*, published at 3 Park Street, Boston, Mass., a very excellent

*Prof. Canfield's Local Government is well suited to the needs of new voters, and should be studied by each Equal Suffrage Association. It can be procured of Crane & Co., Topeka. Price 50 cents.

paper containing news of work all over the world—An eight page weekly. Price \$2.50 per year.

4. Hold *regular* meetings of the Association.
5. Hold public meetings as often as practicable.
6. No matter can be discussed until it has been put in the form of a motion and announced by the Chair.
7. Always *rise* when addressing the Chair, and wait to be recognized.
8. A motion to adjourn is not debatable.
9. The most frequent cause of failures in getting up meetings, is insufficient advertising.
10. *Always vote.* Have an opinion and have it counted.
11. *Always vote* at school elections if you live in the country or a city of the third class.
12. *Always vote* at all municipal elections if you live in a city.
13. *Remember* that all who vote in cities of the first and second class must register.
14. *Remember* that the books for registration are opened at the City Clerk's office on the first Monday in January and closed ten days prior to election. To register is simply to go to the City Clerk's office and give, for record, a statement of name, age, address and occupation, and receive a certificate of registration.

LAURA M. JOHNS,
President K. E. S. A.

MSA 36503

**END OF
TITLE**